

CODE: 1647
FLSA: NON-EXEMPT
GRADE: 10

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER IV/LANDSCAPE ASSISTANT
PARKS MAINTENANCE DIVISION
PARKS AND RECREATIONS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of manual and semi-skilled work in the maintenance and repair in the Parks and Recreation Department. Work involves pruning and removing trees on Town property and right-of-way; maintaining all Town flowerbeds and shrubs; sowing and maintaining plants in greenhouse, planting trees on Town right-of-ways and in parks in spring and fall; and operating brush chipper, bucket truck, chain saw, and various other power and manual equipment. Reports to the Horticulturist/Arborist.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Maintains Town flowerbeds, rights-of-way, and public buildings.

Prunes and removes trees on Town property and rights-of-way.

Plants trees.

Maintains greenhouse.

Performs public relations.

Evaluates citizens' trees to diagnose trees.

Inspects beds; cleans weeds; removes dead plants and blooms from beds; replaces as necessary.

Evaluates Town trees; prunes to proper standards; removes if necessary.

Selects sow seeds to proper depth; maintains consistent temperature.

Selects healthy trees, shrubs, and bedding plants from suitable stock; properly plants and maintains stock.

Receives and/or reviews various records and reports such as Town citizens' trees to evaluate; Town beds, Town trees, bedding plants, and shrubs.

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Prepares and/or processes various records and reports such as plants needed in specific areas, areas that need immediate attention, lists of work completed, prospective employee evaluation, and bulb and seed orders.

Refers to treatment of plant, identification of trees, pest and disease literature, employee handbook, Arborist news magazine, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment and vehicles such as bucket truck, pickup and dump truck, air brake equipped dump truck, bobcat, small loader, brush chipper, computer, printer, etc.

Uses a variety of tools such as chain saws, hand tools, pitchforks, rakes, power shrub pruners, string trimmers, backpack sprayer, etc.; a variety of supplies such as nursery stock, bulb seeds, soil, mulch, pesticides, general office supplies, etc.; and a variety of computer software such as Horticopia, Microsoft Word, Treekeeper, etc.

Interacts and communicates with various groups and individuals such as the Horticulturist/Arborist, subordinates, upper management, contractors, vendors, and the general public.

ADDITIONAL JOB FUNCTIONS

Answers telephone; directs information; takes messages.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school or GED equivalent and four to five years of experience in landscape maintenance; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Certified Arborist and Commercial Pesticide Applicator preferred. Must have a valid State commercial driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including tractors, mowers, landscaping equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Must be able to climb, reach, crawl, bend, stoop, etc. in the performance of job duties. Physical demand requirements are those for Medium Work to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisor.

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Language Ability: Requires the ability to read a variety of work orders, diagrams, records, etc. Requires the ability to prepare work orders, records, and reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical, mechanical and engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the to ability coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power and hand tools. Must have good eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Parks Maintenance Division of the Parks and Recreation Department as they pertain to the performance of duties of the Maintenance Worker IV/Landscape Assistant. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of the current literature, trends, and developments in the field of horticulture. Has knowledge of grounds keeping practices and procedures. Has working knowledge of pruning, spraying, and trimming requirements of shrubs and trees. Has considerable knowledge of hazards and applicable safety requirements of area of assignment and equipment and machines used. Has working knowledge of construction techniques involved with the actual erection and maintenance of buildings and other structures. Has considerable knowledge of and is able to use equipment, materials, and tools used in the construction and maintenance of landscaping. Is skilled in the use of mowers, sowers, pruners, and other landscaping maintenance

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equipment and tools. Is able to help ensure compliance with all laws and regulations and control the activities of the division through effective supervision. Is able to use independent judgment and discretion as necessary in the performance of daily routine situations. Is able to oversee and inspect the work of subordinates to ensure safe and proper completion of assignments. Is able to maintain records and reports. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to prepare required records with accuracy and in a timely manner. Is able to perform strenuous work under varying weather conditions. Is able to understand and follow oral instructions. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co- workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time- off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in

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order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.